

THE FUTURE IS NOW

<http://ecf.mowd.uscourts.gov/>



For more than two years, many of you have been the driving force behind the Western District of Missouri being on the forefront of the most exciting and innovative judiciary project in years - **Case Management/ Electronic Case Filing, or CM/ECF**. Judges, attorneys, court staff, and attorneys' staff, have had a part in making this adventure successful.

With the recent approval of the Court en banc, the District Court now wishes to take a major leap into the 21st century.

Beginning October 1, 1999, all newly filed civil cases* in the district will be handled using the CM/ECF system.

For the past year, the Springfield and Jefferson City divisional offices have been processing all civil cases* in their division via CM/ECF and have been very successful. Attorneys will be strongly encouraged to take advantage of the filing and retrieval of documents, via the Internet, which is the spotlight of CM/ECF.

The entire federal judiciary is anxiously looking to the Western District of Missouri to take the lead in this project. We know it will take an extra effort by everyone to make this transition successful.

On the back of this notice, some basic information regarding CM/ECF is available, but if you have any additional questions regarding this transition please contact:

Kansas City/St. Joe area

CM/ECF Help Desk
1-800-466-9302

Springfield/Joplin area

417-865-3869

Jefferson City area

573-636-4015

1-800 number accessible throughout the entire district.

*except sealed cases

What is CM/ECF

Case Management/Electronic Case Files (CM/ECF) is an Internet-based document filing system. CM/ECF is user-friendly and has multiple benefits to the parties. By using this method to file documents, entries are immediately placed on the docket sheet. You can view both docket entries, and the case file itself, from your own PC and, if needed, print copies of documents in a case file from your own office.

CM/ECF “MUST SEE”

Web Site: <http://ecf.mowd.uscourts.gov/>

What you'll find on the Web Site

- T Access to the live “Document Filing System”
- T Access to the “Document Filing System” Training Area
 - Suggested practice area for attorneys
- T User Manual
- T Attorney Registration Form
 - **Must** be completed to obtain a login and password
- T **Revised** Procedures Manual - 9/99
 - **Updated** procedure for filing complaints
 - **Updated** procedure for the handling of “proposed” documents
- T Electronic Case Files (ECF) General Order

The above documents are also available in all courthouses.

CM/ECF SYSTEM REQUIREMENTS

Minimum

- T IBM or MAC PC
- T 486/66 - 16 megabytes RAM min.
- T Modem speed of 28.8 minimum
- T Windows 3.1, Windows 95, or Windows 98
- T Internet access
- T Adobe Acrobat Writer 3.0 or 4.0 and Reader
- T Netscape version 3.0 or higher
(Microsoft Explorer **does not** currently work with ECF)

Recommended

- T IBM or MAC PC
- T **Pentium - 32 megabytes RAM min.**
- T **Modem speed of 56 K**
- T Windows 3.1, Windows 95, or Windows 98
- T Internet access
- T Adobe Acrobat Writer 3.0 or 4.0 and Reader
- T Netscape Communicator 4.5 or higher
(Microsoft Explorer **does not** currently work with ECF)
- T **Flatbed Scanner with sheet feeder**
(compatible w/Adobe Acrobat software)

Public Terminals are also available for CM/ECF use at each of the three staffed Courthouses: Kansas City, Springfield, and Jefferson City.

